

HAMILTON COUNTY BOARD OF COMMISSIONERS
AND
HAMILTON COUNTY COUNCIL
AUGUST 10, 2006

The Hamilton County Board of Commissioners and Hamilton County Council met on Thursday, August 10, 2006 at 10:00 a.m. in Conference Room 1A to review the unresolved information on the Operations and Efficiency Study prepared by Waggoner, Irwin and Scheele.

Presidents Holt and Schwartz called the meeting to order and declared a quorum was present of both bodies. Those present were: Commissioner Christine Altman, Commissioner Steven C. Dillinger, Commissioner Steven A. Holt, Councilor Brad Beaver, Councilor Jim Belden, Councilor Meredith Carter, Councilor John Hiatt, Councilor Judy Levine, Councilor Rick McKinney and Councilor Steve Schwartz.

Compensatory Time

Ms. Sheena Randall stated the new employee handbook states non-exempt employees not in public safety positions may accrue up to 40 hours of comp time and non-exempt employees in a public safety position may accrue up to 80 hours of comp time before monetary compensation is required. We are asking that departments that have employees with more than those maximums work with the council at budget hearings to assign them a schedule to take time off or buying them out by the end of the year. Altman asked if comp time does not affect seasonal employees? Randall stated correct. Randall stated the Auditor has sent out an acknowledgment form for employees to sign stating that they will be in an overtime or comp time classification for Kronos. Randall stated she also created an additional acknowledgment form letting employees know that there were several changes in the handbook relative to leave time and the directive of the Council and Commissioners on trying to get it cleaned up by the end of the year. Hiatt asked when is this effective? Randall stated August 1st. Mr. Kent Irwin stated the county does not have to use comp time, it is not a requirement of public employers, it is an option. You can either pay as you go or use comp time.

Part-Time Employees

Randall stated the new handbook states part-time employees must be scheduled less than 30 hours per week so we don't have part-time employees working overtime and feeling that they were not treated fairly because they did not receive insurance or leave benefit time. We have found the industry standard is scheduling them less than 30 hours unless it is temporary. Temporary should be no more than 12 work weeks in one year unless there is a circumstance that is unique and that would probably fit under seasonal. Seasonal would be for a specific period of time. Elected officials and department heads will have a challenge meeting that. The Clerk and Sheriff have sent notice to the commissioners requesting a waiver to allow them to hire additional staff. Randall stated if the part-time employee would work more than 37.5 hours and start receiving overtime then the elected official or department head would have to come to the commissioners with justification so we are not paying time and a half to part time employees who are working more hours than our full-time employees. Irwin stated the definition of a full-time employee rests with the county. PERF says you are eligible to participate with 1,000 hours annually and are designated by the employer as a full-time employee.

Central Purchasing

Irwin stated central purchasing was identified as a need by several elected officials, department heads and employees. This is not just office supplies, this would include fuel costs, contracts, weighing if you do things in-house. In the long run this position would benefit the county. This would take a joint resolution by the commissioners and council to have this position. Holt stated this position is in the 2007 budget request. Holt would like to discuss this at the next quarterly meeting. Randall will create a draft job description.

Drug Testing Services

Irwin stated Risk Management was working on joint drug testing services with Riverview Hospital for Probation, Sheriff, and CDL. Dillinger stated that was reviewed and where we are doing it currently was less expensive than if we did it at Riverview.

Training

Randall stated currently supervisor training is provided. Supportive Systems provides us with four training sessions per year for free and all supervisory training is free. Randall stated she has provided training on issues such as privacy with HIPPA, performance appraisals, FMLA, ADA, Ivy Tech has taught Spanish, cultural and diversity training and communications. Randall hopes that with the additional staff person she can expand training. Altman stated we need to work with Mr. Klippel on OSHA and safety training. Irwin stated to re-enforce the current updated personnel policies elected official and department head meetings should be held for the betterment of the job and to reduce the risk to the county. Any newly elected officials and department heads should have an orientation, not only for their department but for county government in general.

Vehicle Maintenance

Irwin recommended that vehicle maintenance be centralized within the highway department. Dillinger stated a lot of that would depend on the extent of the maintenance. What it costs the highway department would be the same as what the vendors are paid. It would depend on how extensive we would be to justify the expenditure. Altman asked if we would save time on scheduling, is it faster to do it at the highway department or taking it to the vendor? Sheriff Carter stated the vendor does not come on site but they don't have to schedule it. They have negotiated a flexible schedule. Mr. Steve Schwartz asked to have this topic put on the next joint meeting agenda. Sheriff Carter will prepare a breakdown for the next joint meeting.

Personal Use - Employer Provided Vehicle

Irwin stated the take home vehicles is a taxable benefit to employees, which needs to be dealt with respective to the IRS regulations. Altman stated the question came up in the Auditor's office and the policy was changed August 1st. The Auditor's office has concerns of when this policy would start and Altman is concerned, from an accounting standpoint, is as soon as you found out you have made a mistake it is always best to change it as quickly as possible. Altman stated

HAMILTON COUNTY BOARD OF COMMISSIONERS
AND
HAMILTON COUNTY COUNCIL
AUGUST 10, 2006

even if we can't do the reporting through Kronos we do self reporting from the employee through the end of the year. Dillinger stated he has a different position, this will create some unique problems from within, Robin Mills has suggested postponing it to January 1st with more notice that it is coming up so the employees understand the change. Altman stated we have found a problem and we need to fix it. Mr. Rick McKinney stated some employees may chose to not take the car. Holt stated he agrees with Altman. Irwin stated there is also the lease method which is cents per mile. A lot of counties and cities are looking at this, the \$1.50 commute is home to work and back home. If the employee has use of the car for other use than back and forth to home this amount should be higher. If that is all it is the policy should say that the vehicle can not be used for anything other than back and forth to work and home. Dillinger asked why would anyone be taking a vehicle home just for transportation back and forth unless it was for emergency purposes? Altman stated if they are taking it home for emergencies it should be parked in the driveway until they come back into work. Schwartz stated then we will have more parking issues such as Weights and Measures. Altman stated we need to look at moving Weights and Measures to the EMA building and moving Safety Risk Management to this building. Schwartz stated there are a lot of other departments that are using the take home vehicles that would require the employee to drive to work, park and then take the vehicle. Altman stated either that or possibly on offsite location where we park our fleet. Brad Davis stated it would be a big parking issue at the highway facility. Holt asked for the benefit of today are we clear on the \$3.00 per day? Everyone agreed. Irwin stated there are a list of other vehicles that can be exempt such as delivery vehicles, marked vehicles, etc.

Fee Review

Irwin recommended a review of the fee schedules to make comparisons to see if they are comparable to other counties and how much of the costs are they covering for the service. This is something that could be assigned to a central purchasing agent. Holt stated his perspective is that our office holders are on top of fees. Altman stated the one impact fee that won't go away is a park impact fee. Dillinger stated impact fees have been researched and with all of the annexation the rationale for the impact fees would continually change and the administration of it would be more expensive than the benefit. Holt stated the exposure to litigation was huge to the county. Altman stated she would like to explore the fees that don't go away such as major bridge. Holt asked for this topic to be placed on the next quarterly meeting agenda.

Mass Mailings

Irwin recommended looking at how the courts are handling their mass mailings. They have saved money by going to a third party and not paying first class postage and hiring a full-time or part-time employee to handle the mail. Baitz stated the courts now go through the Clerk's office and they are using a branch of the Mail Group. They are saving lots of money. Prior to using Mail Group they were spending \$620 a month to rent the Pitney Bowes machine and then her staff had to affix postage. Now Mail Group picks up the mail, affix the postage and send it. Hiatt stated the only problem with bulk mail is it will take 2 weeks to arrive. Baitz stated they do not do bulk mail, this is for their everyday mail. Irwin stated this could be a centralized function and there are obvious savings.

Food, Laundry and Commissary at Secured Confinement Facilities

Irwin recommended a comparative cost analysis be conducted to determine the advantages/disadvantages of contracting for food, laundry, commissary and facility maintenance. Currently the average cost per meal is \$0.82. Sheriff Carter stated the statute allows \$1.14 per meal, per day. There are plans in place in case something would happen to the complex and in an emergency we can control what happens. There are dietary needs for inmates that have to be addressed. Regarding the laundry, in theory it sounds like a good idea but we are using current inmates to do the laundry, why should we pay an outside vendor to do what we do for almost nothing. Carter stated he thinks it is critically important that we maintain control over these services. Holt stated he concurs. Once you turn the corner it is very hard to turn back. Irwin stated it does not cost anything to do the comparison. Does the \$0.82 include the cost of the employees? Carter stated we use inmates to prepare the food with some managers.

One-Stop Shopping

Irwin recommended a facilities study be conducted with the objective of clustering offices together by similar or overlapping functions such as the Auditor, Assessor, Recorder, Surveyor, Treasurer and Planning Department. Altman asked if we could cross train employees that would handle routine applications with our Posse system? They would come to one location, give the necessary information and that employee could handle the routine applications.

Department Head Meetings

Irwin stated it was reported by several department heads that Commissioners Dillinger had held monthly department head meetings in the past and they were thought to be very beneficial. This forum can provide for more collaboration between departments such as use of personnel and equipment.

Criminal Justice Taskforce

Irwin stated the Criminal Justice Taskforce has proven to be very beneficial and he recommended this body continue to meet.

Employee Performance Evaluations

Irwin stated they highly encourage employee performance evaluations county wide. Many departments are already doing this but some are not. It is recommended that any personnel system have a measure of accountability and documentation of performance of employees. If employees are moving within the salary range of their job classification based on their job performance then we need to be able to document it. Sheena has forms and provides training on performance evaluations. McKinney asked if Randall could identify who is not doing performance evaluations? Randall stated the first thing she is requesting in her meetings with the elected officials and department heads is that they turn over their personnel files to the Human Resources department. The files need to be separated by performance, payroll information and confidential medical. Then she would have an idea of who is doing it. She is working with a lot of the management staff on writing and conducting evaluations. Dillinger stated we can mandate our

HAMILTON COUNTY BOARD OF COMMISSIONERS
AND
HAMILTON COUNTY COUNCIL
AUGUST 10, 2006

department heads to do it but we can't mandate the elected officials. You, as a Council, can predicate any raises based on the evaluation, which forces that issue. Dillinger stated the personnel policy needs to be corrected to state that in order to be considered for a raise a performance evaluation has to be done. Irwin stated it does not have to be that the Council sees the every evaluation, it is a certification to the Council that it happened. Beaver asked if we are ready to change the handbook to shall instead of should? Dillinger stated yes, but you still have to say that for the Council to consider raises this is a requirement. Beaver stated he thinks we should put the verbiage in that says shall perform evaluations. Dillinger stated they need to know that their raise is contingent upon the evaluation, it needs to say that in the handbook. Consensus of the Commissioners and Council was to change the verbiage to shall. Mills will request Mike Howard prepared an amendment to the handbook making this change. Scott Warner stated doesn't the handbook also state that the performance appraisal is not the sole evaluation method to determine a raise? Dillinger stated yes. Beaver stated we are saying shall on the performance review and leaving should when giving the raise. Altman stated Sheena probably needs her person this year, we have put a huge burden on Sheena for training. Altman asked if Sheena could get her additional employee earlier if raises are contingent on getting the evaluations in. She needs her person yesterday to help her with this assignment. Holt asked if the Council would support putting Sheena on their agenda to get some assistance in 2006? Councilors indicated yes.

Irwin stated the personnel policy has a statement at the end that compensation is a determining condition of following the handbook. This statement needs to be referenced on the salary ordinance itself. Irwin stated he would also include on the salary ordinance that a term and condition of compensation under the salary ordinance is conducting performance evaluations for employees and individual departments. You strengthen it and tie the pay to the policy when you put it in the salary ordinance. All the council wants to see is verification that it happened, they are not looking at individual performance forms, you are just saying did you produce these for all of the people under your supervision.

Measuring Government Performance

Irwin recommended the implementation of a performance measurement system for measuring government performance. Irwin recommended contacting the International City/County Management Association (ICMA) and request a presentation be made to a joint meeting of the Commissioners and Council. Irwin stated at the very least the county may want to join ICMA to see access performance of other municipalities. Holt suggested that presentation could be at a quarterly meeting. Irwin will contact the ICMA. Holt suggested this could possibly be an agenda item for a neighboring towns and cities meeting.

Part 3

Irwin stated Part 3 will include collaborative opportunities with other public employers or agencies. They also owe a recommendation on the exempt and non-exempt employees under FSLA and if there are any changes in the jobs and how they are treated.

Holt asked Irwin to attend the next quarterly meeting to present Part 3.

Randall stated it has been discussed to find information on grants that we are not aware of, would that be a section in Part 3? Holt stated yes.

Next Meeting - September 25, 2006 at 4:00 p.m. The location is to be determined.

Belden motioned to adjourn the Council meeting. Hiatt seconded. Motion carried unanimously.

Jail Expansion

The Commissioners discussed the cost estimate of the architectural services for the proposed jail expansion. Altman will continue negotiations.

Commissioners meeting was adjourned.

Present

Christine Altman, Commissioner
Steven C. Dillinger, Commissioner
Steven A. Holt, Commissioner
Brad Beaver, Councilor
Jim Belden, Councilor
Meredith Carter, Councilor
John Hiatt, Councilor
Judy Levine, Councilor
Rick McKinney, Councilor
Steve Schwartz, Councilor
Robin M. Mills, Auditor
Doug Carter, Sheriff
Sheena Randall, Human Resources Director
Fred Swift, Administrative Assistant to Commissioners

HAMILTON COUNTY BOARD OF COMMISSIONERS
AND
HAMILTON COUNTY COUNCIL
AUGUST 10, 2006

Kim Rauch, Administrative Assistant to Auditor
Kent Irwin, Waggoner, Irwin & Scheele
Tammy Baitz, Clerk
Ollie Schierholz, Court Administrator
Scott Warner, Buildings and Grounds
Kent Ward, Surveyor
Dan Stevens, Sheriff's Department
Sonia Leerkamp, Prosecutor
Chuck Kiphart, Plan Commission
Brad Davis, Highway Director

APPROVED
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ATTEST

Robin M. Mills, Auditor

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